

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

QUESTIONS & ANSWERS REGARDING RFP # 1421VF: Certified Alcohol and Substance Abuse Counselors' Services

Questions submitted via e-mail and at the Bidder's Conference on 6/4/14

QUESTION	ANSWER
Can the required budget pages be posted in Word, so that I can enter the information onto them?	Can be sent upon request.
On page 7, "F" what is "the Agency's definition of billable unit or service/how calculated". Does this mean the ECMC unit of service we provide at the clinics & how we calculate or does it mean the CASAC grant workers unit of service & how calculated?	The current contract amount is \$397,493/year and is not based on the number of clients seen. The Agency's billable unit refers to the Proposer's unit of service for the work performed for this contract by the CASACs.
Are for-profit entities eligible to be considered as applicants?	Yes, Upon further clarification from OTDA, nothing in the regulations prevent the provider of CASAC services from being a for profit organization. They must be OASAS certified.
Would the County consider a fee for service pricing structure, e.g. a set fee for each assessment which would include all monitoring, a set no-show fee, a set fee for urine drug screens, a set fee for translation services?	The maximum yearly allocation for these services is \$397,493. A proposer would need to propose a fee schedule that would demonstrate that the County's mandated service needs would be met. Assessment needs have been as high as 5565/year in the past 5 years.
Who currently provides the services outlined in the RFP? How long have they been performing the services?	ECMC have been providing CASAC services since 1998 and been under contract since 2008.
How many assessments were scheduled in 2013? How many assessments were performed? How many no-shows were there?	Approximately 3975 assessments were completed in 2013. This includes active recipients and applicants. There was an average of 1130 active cases for 2013, needing to be reassessed every 90 days. The average no show rate assessment appointments rate is 44%, non-compliance may result in case closure.
How many assessments are expected to be scheduled in 2015?	Over the last three years, assessments have been decreasing. Based on the first quarter of 2014, an increase may be projected as there has been a slight increase since 2013.
How many open cases are currently being monitored?	Approximately 1000 cases are currently active and monitored in the MAAT (Multi Abuse Assessment Team).

What is the current number of cases being monitored with employment status codes of 63 and how many are coded 64?	Code 63: 880 Code 64: 95 Applicants: 200 Monthly
What is the current average length of time between an assessment being requested by the Multi-Abuse Assessment Team and when an assessment takes place?	The current contract provider has CASAC staff co-located with DSS. The current length of time between request and assessment is therefore minimal.
What is the longest length of time between an assessment being requested by the Multi-Abuse Assessment Team and when an assessment takes place in 2014?	Since the current contract provider has CASAC staff co-located with DSS, assessments are completed the same day or the next business day as requested.
For those individuals with employment status codes of 64 what is the current length of time they are in treatment before they have been determined to be employable?	Code 64s are in non-intensive treatment and determined to be employable
How many completed assessments are referred to begin treatment?	Approximately 40% of applicants screened are deemed not to be in need of intensive treatment.
How many of your open cases are being treated outside of Erie County?	Approximately 60
Could you provide a sample of the current assessment form that is completed by the CASAC's?	CASAC/MAAT Level of Care Assessment form (B-5458) posted.
If a different form is used for the re-assessments, or when the level of care changes, can those forms also be provided?	The CASAC/MAAT Level of Care Assessment form (B-5458) is used for assessments and re-assessments.
Historically, what is the staffing capacity?	4 CASACs and 1 Supervisor (all full-time)
Why is the current provider being discontinued?	They are not necessarily. The RFP is systematically posted every three years.
If co-located, is it considered a satellite office for OASAS?	The vendor is being reimbursed to conduct an assessment and determine the level of care. Medicaid is not being billed. The client is still being referred to treatment if necessary.
When assessed, are the clients referred to the agency that made the determination?	The Employment Counselor refers the client to appropriate treatment after consultation with the CASAC. The clients are not necessarily referred to the agency that made the determination.
What are the credentials needed?	Certified Alcohol and Substance Abuse Counselor (CASAC)
Are the terms and conditions of the contract the same?	Essentially, maybe clarified but the outcome of services is the same. The need for care needs to be determined as well as the appropriate level of care in order to restore the client to employable status.
After the initial assessment, how are reassessments scheduled?	Assessments are scheduled every 90 days by the Employment Counselor who then refers to a CASAC.
What are considered in kind donations?	In-kind contributions include materials, equipment

	or services that are given without charge to the program or organization that would otherwise have had to be purchased for the project or program.
Is the \$397,493 for the three year period?	The \$397,493 is the yearly contract amount.
How long does an average assessment take?	Approximately 30-60 minutes.
Are all clients sent for an assessment?	No, clients are pre-screened to determine those in need of an Assessment.